

# Reopening of the RSM Library

## Visiting the Library

### When are you opening?

The library will re-open on Mon 17th May. The Document Delivery and Postal Loans service will recommence on Tues 4th May.

### What are the Library opening times?

Monday-Thursday 9:30am-6pm and Friday 9:30am-5:30pm.

### Do I need to wear a mask when visiting the Library?

Yes. Government guidelines state that you must wear a face covering in all indoor settings including libraries and reading rooms, regardless of whether or not you have been vaccinated, unless you are exempt.

### What is the track and trace procedure?

All members are required to check in when visiting the RSM. Either scan the QR code at the Domus Medica reception or visit [www.trck.to](http://www.trck.to) and enter location ID 9249.

### Do I need to pre-book to visit?

No, you do not need to pre-book to visit the Library but do bring your RSM membership card with you.

### Will I be able to use the Library lift?

The Library lift will still be operational however only one person is to use the lift at a time. We also encourage you to use the stairs instead of the lift where possible.

### Are there any parts of the Library which will be closed?

The Basement stacks, Second floor, IT study room, Marcus Beck Library, Study Carrels and the Heritage Centre will remain closed. If you would like to retrieve any material from the basement or second floor, please ask a member of staff to retrieve this for you.

### Can I still browse the shelves?

Our open shelving will be accessible, but if you do use a book please do not re-shelve it. Instead of re-shelving, please leave it at the self-service kiosk. We will quarantine any items left here for 72 hours before being re-shelved. For this reason, we ask that you handle books sparingly, to ensure they remain available for all members to use.

**From Monday 17th May**, we encourage you to use our Click and Collect service; simply let us know what you would like to borrow and we'll retrieve the books for you ready to collect. To view our holdings, visit the [Library Search Hub](#). To use Click and Collect, email [library@rsm.ac.uk](mailto:library@rsm.ac.uk) to place your order.

## Facilities

### How will studying at the Library be different?

- All study and PC desks have been spaced appropriately to keep to social distancing guidelines. Please do not move tables, chairs or PCs from their positions.
- Sanitising stations are available on all floors. Please sanitise and clean your own study space before and after each use.
- Please only study at one desk per day. If you temporarily vacate your desk, please display an 'Occupied' desk sign to notify other users.

### Will I be able to use the printers/photocopiers and PCs?

Yes, the Library PC's and printers will be available to use. You will need to setup a PaperCut account on first use; please ask at the Library enquiry desk for more details.

### Are refreshments available?

The Club Lounge bar serves food and drinks. Food and bottled water may be brought into the Library but we ask that strong-smelling food is consumed outside. The vending machine is not currently available to use.

## Book and Journal loans

### Can I request a book in advance and pick it up?

Yes, of course. Simply email [library@rsm.ac.uk](mailto:library@rsm.ac.uk) and let us know which items you would like to borrow and when you would like to collect.

To search our holdings, visit the [Library Search Hub](#).

### Can I have a book posted to me?

Yes we offer a postal loan service. If you would like to use this service, please email your requests for items to [library@rsm.ac.uk](mailto:library@rsm.ac.uk).

Please note that when returning items, borrowers are liable for any return postage or losses and should obtain a Certificate of Posting (free of charge from the Post Office).

All items are retrieved and posted with Covid-safe working practices and items returned to us are quarantined for 72 hours before re-shelving.

### Where do I return Library books?

Library loans can be returned either to the Domus Medica reception (Henrietta Place entrance), or through the Library's self-service kiosk during opening hours. There is also a book drop-off point at the Library entrance where books can be posted. Alternatively, items can also be returned by post to: RSM Library, 1 Wimpole Street, W1G 0AE.

### Do I have to visit the Library to renew my book?

There's no need to come into the Library to renew your loans. You can renew loans up to 12 times remotely unless a reservation has been placed on an item by another member, in which case we will email you to request the return of the item.

## Health and Safety

### How are you keeping the Library clean?

Sanitiser is provided at the library entrance and sanitising stations are available throughout the Library equipped with hand gel and antibacterial wipes for you to wipe down desks and equipment before and after use.

Toilets are open for handwashing but please be aware of other users entering and exiting the toilets and do make use of the occupancy indicators on each door.

The cleaning team will also be frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use, such as:

- Door handles, handrails, light switches, lift car controls, climate control units etc.
- Communal use tables and chairs etc.

### What about quarantining of books and journals?

- All books and journals returned to us will be quarantined for 72 hours.
- Any items left out on desks and at PCs will be quarantined for 72 hours.
- Our Click and Collect and Postal Loan services are available to all members who do not wish to visit the library in-person.